

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

CODE INSPECTION SUPERVISOR

JOB DESCRIPTION

Employees in this job direct and participate in code enforcement activities of inspectors in one of the following specialized areas: boiler, electrical, elevator, mechanical, plumbing, ski lift/amusement ride, and/or building codes. The work requires thorough knowledge of relevant state and federal codes and knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job.

Position Code Title – Code Inspection Supervisor-2

Code Inspection Supervisor 14

The employee serves as a second-level supervisor, participating in code inspection activities and directing the work of lower level inspectors through first-line supervisors; or, the employee serves as an overall assistant director of a statewide inspection program.

Position Code Title – Code Inspection Supervisor-3

Code Inspection Supervisor 15

The employee directs a statewide inspection program. The employee oversees the work of inspectors, either directly, or through lower level supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Reviews and reports test results on proposed new equipment.

Reviews, recommends, and/or assists in solution for problems, disputes, and conflicts regarding the specialized area.

Reviews applications and conducts examinations for installer, inspector, and repairer licenses.

Reviews inspection reports and orders re-inspections when necessary.

Develops, recommends, and implements changes in policies, procedures, methods, and techniques related to code inspections.

Inspects and approves proposed plans and specifications for construction, installations, and/or alterations of various types of equipment.

Issues, suspends, and revokes inspection certificates.

Inspects nuclear power plants to ensure with ASME Nuclear Codes.

Conducts investigations and prepares reports on code violation complaints.

Testifies as expert witness at hearings related to violations of codes, laws, or regulations.

Explains, both verbally and in writing, the state and/or federal codes to state, local, and private inspectors; and architects, engineers, contractors, and trades workers.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Code Inspection Supervisor 15

Develops budget and annual activity plans and controls expenditures.

Develops new rules and regulations for approval by the appropriate board.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Thorough knowledge in the areas listed is required at the 14 level.
Extensive knowledge is required at the 15 level.

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Knowledge of selection techniques and good interview practices.

Knowledge of laws, policies, guidelines, and principles of equal employment opportunity and affirmative action.

Knowledge of employee policies and procedures.

Knowledge of labor relations and fair employment practices.

Knowledge of training and supervisory techniques.

Knowledge of state and/or federal codes, laws, and regulations relative to the specialized areas.

Knowledge of the standard practices and procedures, tools, equipment, and materials relative to the specialized area of work.

Knowledge of inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to develop, recommend, and implement changes in policies, procedures, methods, and techniques related to code inspectors.

Ability to interpret, inspect, and approve proposed blue prints, drawings, plans, and specifications relative to the specialized area of work.

Ability to recommend and establish timetables for the correction of code violations.

Ability to instruct, supervise, and evaluate employees.

Ability to interpret and apply state and/or federal codes, laws, rules, and regulations related to code inspections.

Ability to represent the division and/or department at prehearing conferences and hearings.

Ability to prepare and maintain reports and other correspondence related to code inspections.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

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Working Conditions

Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Code Inspection Supervisor 14

One year of supervisory experience in the same specialized area of code inspection, equivalent in responsibility to a Code Inspection Supervisor 13.

OR

Four years of experience in the same specialized area of code inspection, equivalent to a Code Inspector E11.

Code Inspection Supervisor 15

One year of supervisory experience in the same specialized area of code inspection, equivalent to a Code Inspection Supervisor 14.

OR

Two years of supervisory experience in the same specialized area of code inspection, equivalent to a Code Inspection Supervisor 13.

OR

Four years of experience in the same specialized area of code inspection, equivalent in responsibility to a Code Inspector E11.

Special Requirements, Licenses, and Certifications

Certain positions will require possession of a certificate or license applicable to the specialized area of code inspection, such as:

Possession of a certificate of competency as a general boiler inspector issued by the Department of Consumer and Industry Services.

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Possession of a journey or master electrician's license issued by the Michigan Department of Consumer and Industry Services or a municipality with a state approved licensing program.

Possession of a certificate of competency as a general elevator inspector issued by the Department of Consumer and Industry Services.

Possession of a journey or master plumber's license issued by the Michigan Department of Consumer and Industry Services or a municipality with a state approved licensing program.

Certain positions are assigned subclass codes and individuals appointed must possess the required specialized experience, training, or license. To qualify, one must possess two years of experience as a journey-level skilled trades worker in the area of specialization in addition to the minimum requirements for the classification. Journey-level skilled trades experience is defined as work assignments with a minimal degree of supervision, in which employees need special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. The subclass codes are as follows:

Building (BLDG) - Experience in conducting inspections of new construction and alterations in private and public buildings to ensure compliance with building codes, laws and regulations.

Boiler (BOIL) - Experience in conducting inspections of boilers, attachments, accessories and related equipment to ensure safety and compliance with state laws, regulations, rules and codes.

Electrical (ELCT) - Experience in conducting inspections of electrical wiring and equipment in and on public and private buildings to ensure compliance with state and federal codes and laws.

Elevator (ELVT) - Experience in conducting inspections of new elevator installations and existing elevators to ensure compliance with state laws, rules, codes, and standards for elevator safety.

Mechanical (MECH) - Experience in conducting inspections of commercial, residential and industrial heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment and their systems to ensure compliance with established codes, laws and regulations.

Plumbing (PLMB) - Experience in conducting inspections of new plumbing and drainage installations and alterations in public and private buildings to ensure compliance with established codes, laws and regulations.

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Ski lift/Carnival (SKK1) - Experience in conducting inspections of ski lift equipment and amusement rides to ensure safety and compliance with the Carnival/Amusement Safety Act, Ski Area Safety Act, and related state regulations, rules, and codes.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
CODINSSPV	Code Inspection Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Code Inspection Supervisor-2	CODNSPV2	NERE-186
Code Inspection Supervisor-3	CODNSPV3	NERE-188

ECP Group 3
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